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Office of the President

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MEMORANDUM NO. 53
Series of 2013

T O: All Concerned

R E: Working Committees for the 1-Day Fire Prevention Seminar

The VSU Security Office and the Office of the Director for Administration & Human Resource Development (ODAHRD) in coordination with the Bureau of Fire Protection, Baybay City, will conduct a 1-day Seminar on Fire Prevention on **April 25, 2013** at the **CCE Building**.

To ensure the success of this training the following committees are hereby created:

1. Over all Coordinator

Dr. Roberto C. Guarte	- Chairperson
Dr. Lourdes B. Cano	- Member
Engr. Celso F. Gumaod	- Member

2. Secretariat

Ms. Epifania G. Tudit	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

3. Registration/Facilitation/Certificate & Program

Ms. Antonieta D. Israel	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member
Ms. Assuncion C. Arradaza	- Member

4. Venue Preparation/Restoration

Mr. Simeon P. Sedrome	- Chairperson
Mr. Felix C. Abanera	- Member
All Records Personnel	- Members

5. Snacks Preparation


Ms. Honey Sofia V. Colis	-	Chairperson
All Guesthouse Personnel	-	Member

6. Sounds & Other Facilities

Engr. Apolonio M. Encierto	-	Chairperson
Mr. Clementino Borela	-	Member

Dr. Roberto C. Guarte is requested to convene the Chairpersons of the above-listed committees to discuss the necessary preparations for this activity.

Please be guided accordingly.


JOSE L. BACUSMO
President *alc* 4/23/13